

The COURTESY BOOK



DUNLEA



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THE COURTESY BOOK

BY
NANCY DUNLEA

DRAWINGS BY
DOROTHY SAUNDERS

And trust thy honest-offered courtesy,
Which oft is sooner found in sheds
With smoky rafters, than in tapestry walls
And courts of princes, where it first was named
And yet is most pretended.

—*Milton*

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FOREWORD

GOOD manners should be taught to very young children, and the inculcation of the principles and practices of polite society should be continued throughout the whole period of adolescence; indeed it should not stop with the adult, but become a habit to follow one throughout life.

Good manners ought to be taught at home, and are the more easily inculcated by force of example. But when parents are ignorant of, or indifferent to, the courtesies of domestic life—deference to one's elders, chivalrous attention of the masculine to the feminine, the helping hand to the smaller and weaker ones, repression of one's own selfishness and tender of kindly offices at table and in the daily goings and comings—when these courtesies are quite disregarded by the elders, it cannot be expected that children will show the gentlemanly and ladylike traits of good breeding.

So that, if normal courtesies and conventions of etiquette are not taught at home, it becomes doubly necessary that the school strive to make amends. Else it will happen that in the crucible of the schoolroom and playground the mixture of good

Foreword

manners and bad will result in lowering the average rather than raising it.

Children somehow learn evil from each other more readily than good. But that is because no child is ideal to another child. Juvenile ideals are the grown-ups. The father and mother first have most influence over the growing child, the school teachers next, and thereafter other older persons of distinction and accomplishments.

Politeness is not natural to children, because every child is a little savage and a bigger barbarian before it can be civilized. In a land of independence and of struggle to attain the high prizes, the amenities of self-denial in little things are an efflorescence of later life. Good manners should be the accompaniment of learning. They deserve to be incorporated as a course of study from kindergarten to university.

MARGERY REX

*The Los Angeles Evening Herald,
Los Angeles, California*

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A GENTLEMAN

I KNEW him for a gentleman
By signs that never fail;
His coat was rather rough and worn,
His cheeks were thin and pale—
A lad who had his way to make,
With him little time for play—
I knew him for a gentleman
By certain signs to-day.

He met my mother on the street:
Off came his little cap.
My door was shut; he waited there
Until I heard his rap.
He took the bundle from my hand.
And when I dropped my pen,
He sprang to pick it up for me,
This gentleman of ten.

He does not push and crowd along;
His voice is gently pitched;
He does not fling his books about
As if he were bewitched.

A Gentleman

He stands aside to let you pass;
He always shuts the door;
He runs on errands willingly
To forge and mill and store.

He thinks of you before himself;
He serves you if he can;
For in whatever company,
The manners make the man.
At ten and forty 'tis the same;
The manner tells the tale;
And I discern the gentleman
By signs that never fail.

—*Margaret Sangster*

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TRUE COURTESY

True courtesy is real kindness kindly expressed.

—Witherspoon

WHAT do you think a courteous manner is? Do you think *putting on* very nice manners is courtesy? No; real courtesy is not put on. It is just being polite and considerate of others every day.

That is why a courteous manner is always quiet and simple. A person with a courteous manner talks in a medium tone of voice, does not giggle or fidget or have affected airs of any kind. A courteous person is quiet on the street or in any public place. He or she does not annoy others in any

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way, nor attract attention. The polite person does not talk too much neither does he say just yes and no. Being pleasant and amiable but not forward, gushing or conceited, is the way to try to have a courteous manner.

Trying to please others is part of true courtesy. Sometimes we please most by keeping quiet and minding our own business and sometimes we are most considerate when we offer help to people. Young people especially should be on the lookout to do favors quietly for older people. It is part of courtesy to help elderly people on street cars, or across a crowded street, to carry luggage for them, and to see that they always have the best seats that can be found for them. True courtesy is thoughtfulness.

It is part of courtesy to be polite to our family and also to anyone who serves us, whether it is a clerk, a dressmaker, or the operator at the telephone. We never make a mistake, you know, in being polite to everyone. "Good manners come from a good heart."

Very noticeable, too, in courteous manners is the way people enter and leave a room. One should always knock before entering a room where another person is when the door is closed and wait for permission to enter. Courteous people always open and close a door with as little noise as pos-

True Courtesy

sible. They also seat themselves quietly, after others are seated.

In public a courteous manner also means consideration for others. To try to push in ahead of a long line of people waiting for tickets or anything else shows the worst possible manners.

Then a polite manner includes, of course, such usual courtesies in words as "Please," "Thank you" and "Excuse me," when stepping in front of another person. To be courteous, a simple, pleasant greeting such as "Good morning" or "Good evening" to those we meet is also expected. Punctuality, good table manners, and showing special consideration for unfortunate, crippled, sick or elderly people are some of the most necessary things, if we would have a courteous manner.

Answering questions politely, giving directions or information as helpfully as we can whenever asked, is only everyday courtesy.

Every kind of a letter requires courtesy, whether we are writing to a friend or just a short business letter to a stranger. To write briefly and yet so politely that the letter seems kind and fair is a real test, for a very short note may be so abrupt that it would sound to the reader who does not know us or see how we mean it, curt, rude or even angry!

What other things do you think are everyday

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courtesies that we should all take the trouble to remember?

POINTS TO REMEMBER

Courtesy is not "put on."

A courteous manner is quiet and unaffected, always, in all places.

A courteous person is sincere and modest.

To be courteous is to be kind and helpful.

Politeness to be genuine must extend to all we deal with.

Courtesy means consideration for others.

Politeness in speech is necessary.

Courtesy is shown also in writing letters.

If your lips would keep from slips,

Five things observe with care:

To whom you speak, of whom you speak,

And how, and when, and where.



COURTESY IN CONVERSATION

*How sweet and gracious, even in common speech,
Is that fine thing which men call Courtesy.*

—James T. Fields

IT IS important to be polite in conversation, because most of us talk a great deal to each other every day.

The first thing to think about is the tone of the voice. If we use a harsh, sharp or a sullen tone, no matter what nice things we say, they will not sound polite. If we talk fast, in a high-pitched voice, or “through our nose,” this too is disagreeable. One can tell a well-bred person at once by the sound of his or her voice, because he or she talks

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in medium tones, neither very high nor very low. A good talker pronounces words carefully, also. To be careless about pronouncing words, or to be in a hurry and mumble, or bite off last syllables, or leave off final consonants shows ignorance as well as bad manners. Do not say "talkin'" for "talking," nor "singin'" for "singing." Say "Yes," not "Yeh."

In the same way be careful to pronounce vowel sounds correctly. Say "You," not "Yuh"; "Catch," not "Ketch"; "Can," not "Kin"; "History," not "Hist'ry."

Here are two points to observe when we read aloud: to use a smooth, pleasant voice, and to pronounce words clearly so others will be sure to understand them.

Now, if we use our voice *politely*, we shall not use it too much! Even grown-ups talk too much, sometimes. The polite person always listens to other people at least half of the time. It is both conceited and selfish to want to do all the talking, and if we get into the habit of talking a great deal, people are apt to form the habit of avoiding us, for they get very tired if they have to listen all the time! Besides, if we talk too much, we lose the chance to hear others tell things that would be interesting and teach us something new, perhaps.

Of course, if we are talking with older people,

Courtesy in Conversation

we must listen most of the time, for they are entitled to this courtesy. We must always let them speak first, and if two people happen to speak at once, the older person has the "right of way"; that is, should have the chance to speak first. No one should be interrupted in talking until he or she finishes and pauses. If one should make the mistake of interrupting, one should say, "Please excuse me," at once and let the other person finish. Never contradict or dispute what anyone says. You may express your opinions with moderation, however, when to do so will not wound or offend others present.

If you fail to hear something, do not say "What?" Say "I beg your pardon; I did not understand," or "I am sorry, but I did not hear."

Another thing to think about in polite conversation is what to talk about. It would seem conceited to talk much about one's self. Of course, if we are asked especially about ourselves, that is different. But to talk about poor health is in bad taste, because it is unpleasant and uninteresting to almost everyone. If our intimate friends inquire about our health, we may answer; but even then we should not talk a great deal about it, if we really want to be agreeable and popular.

The most polite talker is the one who talks about what he or she thinks will be interesting to others.

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It is rude when in company to talk about something some of those present do not know anything about. If the subject must be talked about, a polite person always explains it, before talking to all, to the one who does not know about it.

Have you not been in places where people would talk about good times or other things you did not know about? You had to sit and listen and wonder what it was all about. Probably more people are thoughtless about this than impolite on purpose. But "truly polite is always polite."

One must be careful, also, about the kind of questions one asks in conversation. Personal questions are considered very ill-mannerly. These are questions about people's private affairs, such as how much money they have or make; why they do certain things or anything that would be likely to hurt their feelings or offend them. Can you think of things it would be impolite to ask about?

Just to say "Yes" and "No," when carrying on a conversation is almost as impolite as to ask too many questions. Why, do you think, this is so? (It is always rude to say "Yes" or "No" without some other word to make it less abrupt, such as "Yes, it is," or "No, I don't think so." And then it sounds, too, as if we were not interested or paying attention to others who are talking, which we must do, if we would show courtesy.

Courtesy in Conversation

Indeed no one who is courteous talks about anything he or she thinks will be disagreeable to others. If people have had a defeat or misfortune, it is only kind to be silent about it, unless we are sure we can say something that will encourage. Do not laugh at the mistakes or failures of others. Never sneer at anyone.

Repeat to your friends the pleasant things you hear said of them and try to forget the unpleasant ones.

What topics are best avoided in general conversation? (Religion, politics, horrible accidents, crimes, and again, self and poor health.)

What do you think are good subjects to talk about? (Current topics, books, education, school, sports, music, art, science, a pleasant vacation, trip or holiday, pets or a funny experience.) The weather is always considered a polite and safe thing to talk about. Why, do you think?

POINTS TO REMEMBER

We must use gentle, quiet tones in speaking.

Words must be pronounced correctly and distinctly.

People who talk too much are avoided.

The courteous person is a good listener.

Do not interrupt a person speaking.

Never flatly contradict anyone.

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Never dispute or quarrel.

Do not talk too much about yourself.

Do not talk about ill health or sorrow.

Do not talk about things unknown to some of
the company.

Do not ask personal questions.

Nay, speak no ill! A kindly word

Can never leave a sting behind;

And oh! to breathe each tale we've heard

Is far beneath a noble mind.



FAMILY COURTESY

*The habit of being courteous is the outgrowth
of home practice.*

WE should be the most courteous of all to our family. Why, do you think?

The most important reason is that our family deserves it most of all. Its members are our best friends when we are glad or sad, sick or well. Be obedient to parents, kind and respectful to all of the family.

Of course, too, all older people should receive extra courtesy, such as the best chair and the first serving at meals. Boys and girls are judged by their behavior to their elders.

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Family courtesy is doing whatever saves others trouble. For example, getting up in the morning and coming to meals promptly saves some one waiting on the table a second time.

Keeping one's word is another necessary thing to save trouble. Suppose we agree to do an errand and then forget it, perhaps we make the whole family suffer by having to go without something planned for a meal. Again, if we promise to come home at a certain hour and fail to do so, we of course worry members of our family.

One of the commonest ways in which people are impolite to their own families is by being indifferent. When we go right on reading a book when one of our family asks us to do something, we are indifferent. We would not think of doing the same way when somebody we especially admired talked to us while we were reading, would we? Instead we would jump right up and be just as interested as could be. A pretty good test of whether we are treating our family as politely as we should, is to ask ourselves if we are treating them exactly the same as we would treat company.

It is a good idea, too, to have this rule about our dress. Of course we should not wear our best clothes every day, but we should be courteous enough to our family to be neat and clean, especially when we come to the table. It is impolite

Family Courtesy

not to be tidy when we eat, because it may spoil the meal for others. Never present yourself at the table with soiled hands and face or uncombed hair, nor be the first to be seated.

Selfishness, more than anything else, makes us impolite to our family. If we would just stop and think how we ourselves would like the same treatment, perhaps we would try to be more thoughtful.

For example, the way we answer some member of our family when we are busy, or in a hurry, is not always polite, is it? Haven't you heard a brother or sister say "Uh-hum," and then walk away without paying much attention? To walk away while anyone is talking is very rude. Then the tone of voice that we use either in talking or answering others in our family needs to be watched, if we are going to learn to be polite. The *way* we say a thing counts really more than *what* we say. If we say, "Yes, I will!" in an impatient or angry voice, it sounds rude. "Yes, I will," spoken pleasantly, can be very polite.

Another thing to notice in talking to members of our family as well as to friends is politeness over the telephone. Just because we know our own people well is no reason, is it, why we should say, "Hello, I won't be home to supper," and then hang up? Instead, if we are polite, we ask if this is "Mother," or the one we want to speak to, and

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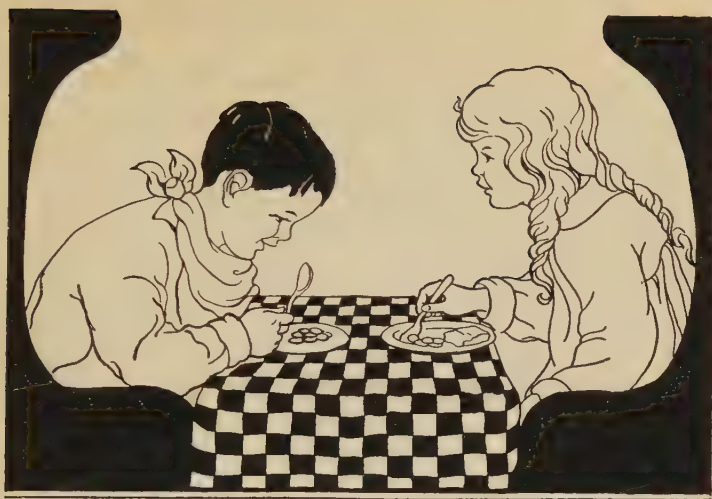
then give our name, if necessary. Members of a family would know each other's voices, of course, as a rule. Then when we are through talking we should say "Good-by" politely. To hang up a telephone receiver in a great hurry is almost as bad as slamming a door in a person's face.

Another way to be polite in our homes is to do favors cheerfully, when asked. Golden Rule courtesy should make us remember that we need to ask others, sometimes, to do favors for us. So, when we are asked to do a favor, we should do it just the way we would like to have things done for us.

In some families—especially among the children—there is a great deal of arguing and wrangling. Children start to argue just for fun, but they usually end by getting angry and quarreling. If one cannot talk about a subject without getting angry, one should not talk about it at all, for two reasons. One is that one should learn self-control, and the other is that this wrangling makes it unpleasant for others. No civilized person enjoys hearing quarrels.

POINTS TO REMEMBER

- Be prompt; be neat; be attentive.
- Be true to your word.
- Be cheerful in doing favors.
- Be courteous in conversation.



GOOD TABLE MANNERS

Eat at your table as you would eat at the table of a king.

—Confucius

IT IS said that nothing shows so much how well brought up a person is, as his or her table manners.

Sometimes one hears some one ask, "What difference does it make if one holds a spoon a certain way?" Or, for example, "Why is it wrong to butter a whole slice of bread instead of little pieces, just as one is ready to eat it?" Yet "manners are not useless." There is a good reason for every rule of table manners. Sometimes the reason one does a certain way is because it is the handiest, most graceful way, instead of being clumsy, for in-

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stance in holding knives, forks or spoons with the left hand, or with the elbow sticking in somebody's way.

Again, the reason for behaving a certain way at the table is so as not to give offense to others. If people eat noisily, spill food, blow their noses, cough, or fuss with their clothes at the table, they may disgust others so much it will take away their appetite. This is selfish, isn't it? So that is why our table manners must be correct, if we would be truly courteous. If one has a cold and it is necessary to use a handkerchief, one should leave the table, if possible, asking to be excused. There is no excuse, of course, for eating noisily, because if we take only a reasonable amount of food or liquid, we shall have no trouble swallowing. Some people are careless about sipping soup noisily from a soup spoon and when this happens, others are apt to make fun of them. And of course people who have not good table manners are considered ill-bred.

Well-bred people come quietly to the table. They seat themselves in an easy, upright position, do not lean back in a lazy manner, nor put their arms or elbows on the table. They wait for their elders to be seated first, if there are older people present. After all are seated, they wait a minute before unfolding their napkins or taking a drink of water.

Good Table Manners

There are two reasons for this: One is that it is impolite to hurry and appear greedy, and the other is that "grace," or thanks, comes before eating in some families. When everyone is ready, polite people unfold their napkins, leaving one fold as the napkin lies across the lap. (It is only very small children who tuck a napkin in at the neck!)

People who have good manners hold the knife and fork properly. The knife is never used to carry food to the mouth, but only to cut it up into small mouthfuls. Then they place it upon the plate at one side and take the fork in the right hand and eat all the food with it.

When both knife and fork have been used finally, they should be laid diagonally across the plate, with both handles toward the right hand.

When food is passed or asked for, polite people say "Please" and "Thank you." (It is not considered good form, now, to say, "I'll trouble you for so and so.") Well-bred people do not rattle their dishes or knives and forks, nor stir soup or things to drink. Neither do they soak their food or make unpleasant remarks about it. They don't eat frosting off cake and leave the rest, nor leave crusts of bread or sandwiches. When they eat fruit or fish, they carefully take the stones, seeds or bones out of their mouths with their thumbs and fingers. To spit them out would be disgusting.

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After a meal in their own homes they fold the napkin neatly in the creases and place it beside the plate. A guest at a single meal does not, of course, fold the napkin. No one leaves the table before a meal is over, without asking to be excused for a good reason. Hurrying in any way at the table is both greedy and impolite.

When in company, the best way is to use knives and forks just as the hostess does. But if one practices good table manners every day at home, one will not be likely to make a mistake in company.

Do not put too much food into the mouth at one time; chew your food slowly and noiselessly, with the lips closed.

Wipe the lips with the napkin before drinking from the glass.

When passing plate for second helping, lay the knife and fork together at one side of the plate, with the handles to the right.

Do not ask for food when others are being served. Respond promptly and politely concerning your choice of food.

Always take soup from the side, not from the tip of your soup spoon. Bread or crackers should not be broken into soup.

Never help yourself to butter or any other food with your own knife or fork.

Do not mess your food on your plate.

Good Table Manners

Salt should be left on the side of the plate, never on the tablecloth.

Do not pick your teeth at the table.

Do not sit too near the table, for if you do you will not be able to use your knife and fork without inconveniencing your neighbors. The elbows must be held well in, close to one's side, which cannot be done if the chair is too near the board.

Never bend over the plate or drop the head to get each mouthful.

If an accident happens at the table, such as breaking a dish or spilling coffee, apologize to your hostess and do not be unduly distressed about the matter. The well-bred hostess will make no fuss about such a thing, but will adjust the damage at once, courteously. If your hostess does not observe the difficulty you are in, repair it as best you can and then ignore it.

Do not interrupt the conversation at the table, and when guests are present do not entertain your parents with complaints of your brothers or sisters or companions.

Do not talk about anything unpleasant or disturbing. Do not refer to sickness, filth, crime, vice, reptiles or vermin.

Can you name some things that you think are bad table manners? How should these things be done instead?

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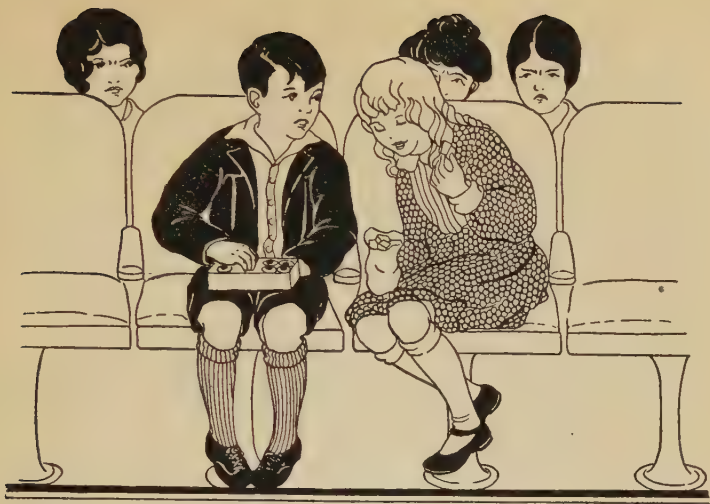
POINTS TO REMEMBER

- Use the knife, fork and spoon the right way.
- Be quiet, neat and orderly at the table.
- Do not tuck your napkin in at your neck.
- Do not rattle dishes or silver.
- Do not keep your spoon in your cup.
- Do not use your own individual silver to help yourself from a dish that is passed.
- Do not take anything from your mouth except fruit pits or seeds, or bits of bone.

The Goops they lick their fingers,
And the Goops they lick their knives.
They spill their broth on the tablecloth—
Oh, they lead disgusting lives!

The Goops they talk while eating,
And loud and fast they chew;
And that is why I'm glad that I
Am not a Goop—are you?

—*Gelett Burgess*



COURTESY IN AN AUDIENCE

A beautiful behavior is the finest of the fine arts.

—Emerson

WHEN we are in public our manners are noticed by more people than at home. So, if we wish people to have a good opinion of us, we shall take extra pains to be courteous. When we are in an audience people judge our character by our consideration for others—our *manners*.

If we are noisy, or if we do any of the little things that distract the attention of others from the entertainment, we make a nuisance of ourselves. What things do you think we ought not to do when we are part of an audience?

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I will name some things that spoil other people's pleasure when they want to listen—talking, whispering or giggling, moving around noisily in one's seat, standing up, turning around, chewing gum, munching candy, cookies, fruit, or eating anything, in fact; yawning or rattling a program or any paper.

Sometimes when we do these things, we do not realize that it spoils the good time of other people who are present. But it is not fair, is it, to do anything noisy or annoying, so others cannot listen? They may have paid money to hear the entertainment or come a long way to see it.

For this reason, too, it is thoughtless to come in late to any audience; for just coming in and the rustling of clothes, the sound of footsteps and getting seated may spoil the view, or make so much noise that an especially soft and beautiful bit of music cannot be heard, or a sentence may be lost.

Once at a concert where the great pianist Paderewski was on the program, some people came into the auditorium right while he was playing a piece, instead of being polite and waiting until he had finished and entering between numbers. Paderewski rightly felt that he had been insulted. He stopped playing right in the middle of the piece. Then he stood up on the platform and called, "Mr. Usher, hasn't the door been closed?"

Courtesy in an Audience

Many thought he would not play any more to an audience, members of which were so impolite. But after waiting five minutes for these thoughtless people to be seated, and everyone to become quiet, he went on with the program. It would have been too bad, wouldn't it, if these selfish people had stopped the whole concert for those who really wanted to hear Paderewski? For many of the people there had waited hours in line to secure tickets and then paid considerable money for their seats, as Paderewski is, of course, a world famous artist. If he had refused to play any more, the innocent would have had to suffer with the guilty; and that is often the case where only one person is selfish in an audience!

What do you think is the most courteous way to listen to music? "Nature has given to men one tongue, but two ears, that they may hear from others twice as much as they speak." Why should we not hum the tune or beat time with our hands or feet?

Do you know that musicians always have to study hard a long time to make good music? When we listen to a musical program we should remember that the musicians who are giving it have specially rehearsed for it a long time beforehand. It is not polite, is it, when they have taken so much pains to fit themselves to entertain us so delight-

The Courtesy Book

fully, not to listen? It is just the same as if we did not thank people who have tried to do something nice for us. How many of you play the piano, violin or some other instrument? Do people ask you to play a piece for them sometimes? How would you like it, if they talked or did not pay much attention, while you played? This is the reason it is impolite to yawn, or do anything that shows we are not interested when people play pieces for us.

Even if we do not like the particular music that is played, if we are polite, we shall listen just as quietly and attentively as if it were our favorite piece. For others who are listening in an audience may enjoy it very much and want to hear every note of it. When people in an audience do enjoy a piece on the program they usually *encore* it, which means clapping the hands to ask the musicians to be kind enough to do it again.

Did you know there were two ways to encore anything you want to hear or see again at any entertainment? One way is a noisy way that is considered extremely ill-mannerly, a rowdy way, in fact. When people get excited and forget themselves they sometimes applaud by stamping on the floor with their feet and whistling and calling out. Sometimes this discourtesy displeases the ones who are performing so that they will not appear again.

Courtesy in an Audience

The polite way to encore is to clap the hands together and do nothing else. This pleases the performer, who understands, then, that the audience likes the number so well that they want to hear it again. It is like saying, "Thank you," and it is always polite to thank anyone for what he or she has done for us. So it is polite to show thanks by clapping the hands at an entertainment. The only time *not* to clap is at a religious or church service. This is different because it is not an entertainment. At church well-bred people show reverence for sacred things by quiet attention.

No matter how pleased we may be at any entertainment, it is not fair to stand up, because this will prevent those behind us from seeing. In almost every audience, now, everyone is expected to take off his or her hat so that people sitting behind can get a better view.

If we have to be late in an audience, or to leave early, it is only fair to others to take a back seat. Then our coming and going will not disturb or be so noticeable to so many people. If we have to come or go during the program we should be just as quiet as we can and tiptoe in and out.

The next time you are in an audience notice the most polite people there and see if you cannot be just as quiet, attentive and unselfish as the really well-bred person is.

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POINTS TO REMEMBER

- Do not talk, whisper or giggle in an audience.
- Do not stand, move about or turn around.
- Do not eat candy or chew gum.
- Do not rattle your program or other papers.
- Listen attentively and courteously to the program.
- Do not whistle, stamp the feet or call out.
- At a religious service we may not make any sign or sound to show like or dislike.
- If you arrive late at church or leave early, be sure to enter or leave quietly.

Do you wish the world were better?
Let me tell you what to do.
Set a watch upon your actions,
Keep them always straight and true.
Rid your mind of selfish motives,
Let your thoughts be clean and high.
You can make a little Eden
Of the sphere you occupy.



MANNERS ON THE STREET CAR

Actions, looks, words, steps, form the alphabet by which you may spell character.

HOW do you think people should behave on the street car? Do you think they should crowd and push to get on, squeeze and jostle people in the aisles to try and get the best seat, or a seat next the window? And then talk and laugh so loudly that everyone notices them?

No! Of course no well-bred person would behave like this, for "There is always time for courtesy" and every young person will always see that no elderly or crippled person has to stand, while he or she is seated. A boy should never remain seated if there are girls, women or elderly men standing.

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Instead he will get up immediately, touch his hat and ask, "Won't you have this seat?"

Sometimes people are careless about thanking those on street cars who give up their seats, but this is really no reason why a young person should fail to be thoughtful and polite, for politeness is truly a habit and there always comes a day when we are glad that we have the habit!

Sometimes we should help people on or off a car. A woman with a baby in her arms or an elderly person loaded with packages always appreciates a lift, and sometimes the conductor is too busy to help. When some one drops something, as people frequently do when they are in a hurry to get off, one should pick it up as quickly as possible to give it to the owner before he or she gets off the car.

To laugh at others on the street car is very rude. People who have any misfortune, such as a deformity, or poor clothes, cannot help themselves, and even though they may look funny, it only makes them suffer more to be made fun of. Just think, for a minute, how *you* feel when you make a mistake, and think how much worse you would feel, if you were laughed at for something you could not help.

It is not polite to stare or point at anyone on the street car or in any public place. Nor is it good

Manners on the Street Car

manners to do anything that will make people stare at us! If we chew gum, eat candy, move around a great deal, talk or laugh loudly, we are apt to attract attention. Do you think it is admiring attention? No! The chances are that people either think we are very ill-bred, or are making fools of ourselves!

One must be very careful, indeed, what one talks about on the street car, for if one talks about personal things, such as one's clothes, food, expenses, troubles, failures at school, sickness, or quarrels, one is only amusing other people at one's own expense! It is in bad taste to discuss other people, either people riding with us on the car, or our own acquaintances. One woman very unwisely talked over a friend with a companion seated by her on the street car, who repeated exactly what she had said to the friend—and the result was not pleasant.

Girls, especially, should be careful not to gossip on the street car. They are often made fun of for saying "I said" and "He said" in public places. If they wish to be considered well-bred girls, they should talk in low tones about general matters.

It is only a very foolish person who has words with the conductor. A girl who chatters to him, exchanges glances and smiles with him, makes a fool of herself before everyone on the street car.

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And the kind of conductor who smiles at girls has a poor opinion of those girls, because he thinks they are free and easy! Boys or others who argue with a conductor are also very foolish and ill-bred. If the conductor asks people to step inside to let more passengers get on, he is doing his duty. If he cannot give a transfer or charges extra fare, he is again following the rules of the company and is not himself responsible. Anyone who argues over such matters with a conductor attracts unfavorable attention to himself.

POINTS TO REMEMBER

Give your seat to elderly or crippled persons or to women carrying babies.

Boys give their seats to girls or women.

Do not laugh at others' misfortunes or errors.

Do not appear to notice deformity or disfigurement.

Do not laugh at mistakes.

Do not stare.

Do not point.

Do not laugh or talk loudly.

Do not argue about fares or transfers.

The words which thou hast uttered
Are of thy soul a part.
And the good seed thou hast scattered
Is springing from the heart.

—Whittier



COURTESY IN THE SCHOOLROOM

Liberty exists in proportion to wholesome restraint.

—Webster

IF WE are going to be polite in any place, we should first act the way we are supposed to act in that particular place. For example, when we are at a party, we are supposed to be having a good time. So we should act as if we were enjoying ourselves. When we are in church we are quiet, to show our reverence for sacred things; when we are on the street, we show courtesy by paying strict attention to what we are doing, so we will not run into other people. We act all these different ways in different places because there is always a certain way to act in a certain place. Haven't you heard

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people say, "When in Rome, do as the Romans do"? That is what is meant, to behave as one is supposed to do in each special place.

How do you suppose one should behave in the schoolroom? Should one make a noise or attract attention to one's self? What do we come to school for? *To learn!* And of course, to learn, we have to work by studying. So, to be really polite in the schoolroom, the thing to do is what one is supposed to do—to try to learn by studying.

When one is learning from the teacher, it is only polite to pay good attention. Isn't it *impolite* to her, when she is talking, to talk at the same time, to whisper or fool with pens or pencils, erasers, papers or books on our desks? How would we like it, if she did not pay attention when we talked to her? Suppose she whispered to somebody all the time we were talking, or wrote notes, or fired spit-balls every time our back was turned?

What do you think is the most polite way to speak to a teacher? Should we say something like this: "Say, Teacher, may I be excused?" or would this be better, "Miss Smith, may I be excused?" The latter way is the correct way to address a teacher, calling her by her name and not "Teacher," which sounds babyish, doesn't it? We wouldn't say to the man who sells us meat, "Say, Butcher," or to the grocer, "Say, Grocer," would we? Neither

Courtesy in the Schoolroom

would any teacher say to us, "Say, Boy," or "Say, Girl"! So you see it is only fair to others to be at least as polite to them as they are to us.

There is a story of a poor old colored woman who said very politely to George Washington, "Good morning, sir."

He answered, "Good morning, madam," and took off his hat just as politely as if she were the President's wife. Somebody asked him why he bothered to do it. He answered, "I would not let a poor old colored woman outdo me in politeness!"

What do you think is the most polite way to treat other pupils in the schoolroom? Is it not to be studious and polite ourselves, and thus set a good example? If we have learned a lesson, it is not fair, is it, to bother others who still wish to study, by whispering or trying to act funny? Isn't it better if we have extra time, to learn something more? We can do this by reading ahead in our geography or reader, and sometimes the teacher will lend us a book, if we ask her. Or, if we are not good in spelling or writing, we now have a chance to study spelling or practice writing.

The boy or girl who excels or fails must remember to be courteous. Do not boast when you win in a contest. Do not whine when you are beaten in a contest. Be a "good sport"!

When a pupil recites, what is the most courteous

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way for others to act? Yes, we should listen. It is unkind and rude, it shows ignorance, to laugh at a mistake. Because we all make mistakes and none of us likes to be laughed at. We only show that we are ill-bred and ill-natured, if we can't keep from laughing when somebody is embarrassed.

What other things do you think we should do in the schoolroom to be polite? Being regular in attendance, being on time, neat in our dress and with our desks, books and the papers we hand in to the teacher, and obedient as soldiers, are the best ways to "play fair" with both our family who send us to school, and the teacher who is trying to help us become educated.

What do you think are impolite habits in the schoolroom? What do you think of the boy or girl who eats lunches when the teacher isn't looking, or chews gum and then sticks it onto something where another person is likely to get stuck with what he or she has had in the mouth? What do you think of the older boy or girl who teases or bullies a younger child?

Do you know that a teacher can tell, usually, what kind of a home and family children come from, by their manners in the schoolroom? If children are untidy and impolite, she doesn't think they come from a good home. But if they are clean, if they pay attention and try always to talk politely

Courtesy in the Schoolroom

both to their schoolmates and the teachers, she knows that they are naturally refined and come from a good home.

Nobody is too poor to be polite. It doesn't cost anything. And no one is rich enough to be rude, for this makes many enemies.

In the assembly you will be judged by your manners. Your social training or the lack of it will be apparent in this gathering of your fellow-students. If you would be a credit to your home and school instruction in these gatherings, you will need to observe the rules laid down. Obey signals promptly, refrain from whispering, giggling or fussing with hair or clothing. Do not turn your head to look behind you. Do not leave until the assembly is dismissed, if you can avoid doing so. Listen attentively to all that is said from the platform, or to any program that may be given.

In the corridors and the classroom remember the rule of the road and keep to the right. Keep your desk in order and your belongings in place. Do not borrow pencils, pens, paper or books without permission.

On the playground enter into the games with zest. Whether you win or lose, be a "good sport." Do not complain or explain, if you or your side loses. You will always have another chance. Do not gloat or exult if you win.

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POINTS TO REMEMBER

Be quiet and studious.

Do not whisper or trifle with pencil or paper.

Call your teacher by her name, when you speak to or of her.

Use spare time for study, not for idling or "cutting up."

When another pupil recites, listen quietly.

Do not make fun of your schoolmates, or of any-one.

Keep your desk in order.

Be obedient to your teacher.

Play fair on the playground.

At all times be open and honest.

Be polite in school.

Be a "good sport."

'Tis the rule of the road that when travelers meet
In highway or byway, in alley or street,
On foot or in wagon, by day or by night,
Each favor the other and turn to the right.



TELEPHONE COURTESY

Words once spoken can never be recalled.

—Roscommon

DID YOU ever stop to think that people show their real selves most of all when using the telephone?

Some people think just because the person at the other end of the line cannot see them and does not always know whom he or she is talking to, that it matters not how impolite they are! This is the reason they answer the telephone with an abrupt, snappy "Hello!" that sounds something like this: "Why do you bother me?" And when they find the person calling is a stranger, or is some one who has called the number by mistake, they are as rude as

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can be. They fairly snarl, "No, this is the wrong number!" or use just impolite "noes" and "yeses" to every question asked, instead of saying courteously, "This is (giving number). You have made a mistake."

Then the person who calls a number by mistake is not always as polite as he or she ought to be, when some one else has been put to the trouble of answering the telephone for his or her own carelessness. Think, when *you* call the wrong number sometime, that perhaps you have made some one leave important business, wake up from a nap, hurry from a bath, or perhaps made some busy mother leave the baby to run down a flight of stairs, while perhaps she left a cake to burn in the oven besides! Do you always apologize for making extra trouble? The best way is to say, "I am very sorry to have troubled you. I thought I was calling (giving the number)." One does not feel so annoyed then.

What is the right way to telephone? Suppose Alice Mason goes to telephone to Edith Wilson. Now first, Alice will ask Central for the number in this way: "Fairfax 2389. — Yes, 2389, please. — Hello, is this Fairfax 2389? Is this the Wilsons'? Yes? — This is Alice Mason. Is this Edith? No? — Would you kindly call her to the telephone? Thank you. — Hello, is this Edith? — This is Alice [you must name yourself at once]. I called up to

Telephone Courtesy

ask if you have read 'Pollyanna.' — No? Well, I am wondering if you'd like to read it. I have a copy and have *so* enjoyed the story. — Yes, you may come over in a half an hour to get it. I'll be home. Good-by."

Alice didn't talk about anything but her business. How long do you think it took her to ask Edith about the book? Well, probably not over three minutes. That is really as long a time as anyone should use the telephone, because it is something that so many people need to use for important business.

Have you ever noticed that where they have public telephones in stores and stations, there is usually a sign above the telephone that reads: "Conversation limited to three minutes"? So a short conversation, not over three minutes, is part of telephone courtesy. To monopolize a telephone line is exceedingly selfish, for it may prevent some one who is in pain from calling a doctor, for example.

When we telephone over a private line that connects at both ends with private homes, five minutes' talk is really as long as it is polite to hold the line. Friends do not hang up first when we have called them, as it would not be polite for them to do so. But we may have called them at a time when they are busy and so the call is very bothersome. So the most polite thing is always to be as brief as possible

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over any telephone. We can and should limit our talk to things we have to say, instead of talking about things that will keep just as well until we meet our friends face to face.

It is very unwise, too, to talk about our private affairs over the telephone. We never know who may be "listening on the line," even accidentally. What is the courteous thing to do when you pick up a telephone receiver and hear some one else talking? Yes, to hang up, of course. It is never honorable to listen to what others do not intend for us to hear, and the person who uses the telephone courteously will always try to be patient when waiting for another person to "get off the line." It is very bad manners, don't you think, for some one who wants to hurry another off the line to click the receiver up and down on the hook, whistle or make other noises. Worse still—and a sure sign that one has no manners at all—is to make impolite remarks addressed to the people using the line, saying such things as, "Get off the line, I want to use it!" and even ruder things than that are said sometimes by ill-bred people. Such things show what one is at heart, for it is only a cowardly person who says things over the telephone that he or she would not dare to say to people's faces.

That is why using the telephone shows, as I said at the beginning, people's real selves; for the genu-

Telephone Courtesy

inely well-bred person is always polite, even when not obliged to be. And the selfish person drops off manners when he or she thinks they won't count. But manners always do count. Just the habit of being polite over the telephone helps make us polite in other places where we shall feel happy when others say, "They have such good manners."

The next time you see a really courteous person telephoning, notice that such a one speaks the number promptly and clearly to Central in a pleasant voice; does not blame the operator for not answering or failing to get a number when it is likely that weather conditions have put the telephone out of order. And such a person never talks any longer than is absolutely necessary!

In talking over the telephone remember that it is not necessary to raise the voice. Speak distinctly in a voice of ordinary pitch and volume.

Do not call up your friends frequently; do not visit over the telephone. If you are using a party line, do not forget that others may be waiting to get the line for important messages. Boys and girls who monopolize the wire show lack of consideration for the rights of other people.

It is very improper for boys to hold girls in conversation over the telephone for long periods during the evening hours, as is so often done by thoughtless youths. Girls should excuse them-

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selves and hang up, if the talk continues over the three-minute limit.

POINTS TO REMEMBER

Treat the operator politely.

Be polite in speaking to friend and stranger alike.

If a wrong number is given, do not be impatient or rude.

If you are called to the phone, reply quietly.

If you have called the wrong number by mistake, apologize for the trouble you have given.

Be brief.

The one who has called up is the one to close the conversation.

Do not talk about private affairs.

Never "listen in." It is dishonorable.

Do not try to get the line away from another who is using it except in extreme cases. Apologize if you feel compelled to ask for the line.

Do not say things you would not say in talking face to face.

A very great part of the mischiefs
that vex the world arise from words.

—*Burke*



REAL COURTESY INSTEAD OF "PUT ON" MANNERS

*Politeness is to do and say
The kindest thing in the kindest way.*

A LADY once said of a little girl, "She has very nice *company manners*." Have you an idea what she meant?

She meant, sad to say, that while the little girl remembered to be polite when in company, she forgot to be just as courteous in her own home. And you know, "Truly polite is always polite."

The person who is really polite does not put manners on and off whenever he or she takes a notion, because courteous people always have good manners, no matter where they are or with whom they are.

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Just because we see the members of our family every day is no reason at all for our being impolite to them. Indeed, when we are with people a great deal, we need to be more considerate than ever in our manners, otherwise we are likely to have an unpleasant time. Quarrels in families are really caused most of the time because the different members have dropped their "company manners." When we forget, at home, little courtesies such as saying "Good morning," "Good-by," "Please" and "Thank you," to close doors softly, to have good table manners, to dress neatly and remember always to give up to older people, we are the kind of people that have only company manners!

The worst of it with manners that are only "put on" when we want to show off, is that we haven't put them on enough at home to make them seem natural. The person who is awkward, clumsy and embarrassed in company is apt to be that way because he or she hasn't practiced good manners at home. Manners that are "put on" instead of being real ones used every day, for everybody, are just as hard to fit nicely as a pair of new gloves. You know when gloves are worn every day, they are not much trouble to put on. It takes only a little time and thought to put them on. So with real manners, it takes a little time and thought to use them every day at home, but they go on so much easier for

Real Courtesy Instead of "Put On" Manners

company! People who are accustomed to being polite always, because they have been taught good manners at home, are called thoroughbreds. It should be the aim of every boy and girl to be a thoroughbred.

Good everyday manners, too, make everybody happier. Even we ourselves feel better when we know we have been helpful and kind. And being helpful and kind in our own family is a great deal more important than showing off our manners in public with a big bow or some other little act that does not require any special self-sacrifice. We sometimes forget that courtesy is really nothing but being thoughtful of others. If we have really good manners, we shall be thoughtful about all the little courtesies right in our homes.

Other people, too, frequently judge our courtesy and our character by noticing if we always have good manners on all occasions. If our manners are only "put on" in some place where we are "showing off," they may think we are false or selfish. Well-bred boys or girls are never rude or ugly to other children who may be younger or who are poor or unfortunate. The bully is always a coward.

The person who hasn't really good manners, because he or she is selfish at home, is apt to want the best of everything, to speak rudely, to cause others trouble and to be generally a nuisance.

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Can you name some things people do at home that show they have forgotten true courtesy?

Now can you name some other things that people do at home, or might do, that show they are truly polite through and through at all times—in other words that they are thoroughbreds?

POINTS TO REMEMBER

At home courtesy prevents quarrels.

“Put on” manners are not truly courteous.

Good manners make us happier.

Little courtesies in the home come from thoughtfulness.

We are judged by our manners.

A selfish or greedy boy or girl is disliked.

A tease or a bully is looked upon as hopelessly underbred.

Manners are not like clothes—something to be put off and on—one set for home and work and another set for company. Our manners should be like the skin of our bodies—something always with us—a part of us, the same for all occasions and always to be kept clean and healthy.



BUSINESS COURTESY

Politeness is simply a fine regard and respect for the rights, feelings and property of others.

BUSINESS courtesy is a combination of being pleasant and yet as brief as possible. The very word business means "busy-ness." So consideration for others, which is the root of all real courtesy, should make us take just as little as possible of a business person's time.

Somebody has said: "Call upon a business man in business hours. State your business in a business-like way. When done with business matters, go about your business and leave the business man to attend to his business." Don't you think that a good rule?

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If we stopped to visit during business hours, a great deal of the important work of the world would not be done. Sometimes, through politeness, or just because a business man knows us socially outside of business, he will chat pleasantly with us. But this does not mean he can spare the time. It means that he is taking extra pains with us, and must sacrifice some other thing in his work to make up the day's output.

The person who is inexperienced in business may make the mistake of impolitely taking more time from business people than they can spare.

The person who has worked in business places knows how much time is wasted by people who come in and talk about other things than the business they have come for. Indeed some people try to visit with business people in business hours. This is *unfair*, for business people, of course, don't want to be impolite and ask not to be bothered. But if visitors come often or stay long, they must work overtime, or perhaps they will be discharged for loafing! Think of this the next time you feel like chatting with some friend who is a clerk in a store or bank, or an attendant in a library where other people are waiting to be waited upon, for people paid money for work are expected to be working "during business hours."

All of us have to ask favors of business people.

Business Courtesy

Perhaps we telephone to ask if they have goods, before we take the trouble to go downtown. When we do this, we should take pains to speak plainly and say in a few words what we want. It is our place to have our minds made up before we telephone, so as not to hold the line, or take up time from people already in the store. It is courteous always to introduce ourselves over the telephone, when we ask any business man for information. The reason is a good one. A stranger who asks questions may be a rival in business and trying to get ideas to copy. So it is only fair to let a business man know who we are, so that he can answer us right to the point.

Also when we go into a business place, it is courteous to introduce ourselves and state briefly why we came. This takes less time from everybody and so is business courtesy.

All business does not take place, of course, in a store or office. Can you name some other places where business is carried on? The post office, the bank, the railway station. Then people come to our homes on business matters. Sometimes this annoys us, for they call when we are busy, or perhaps we would prefer not to have them call at all. But if we are truly polite, we shall be like George Washington, who said, "Be courteous to all."

To people whom we owe money there is really

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no excuse for being impolite. A good rule of Abraham Lincoln's was, "Be courteous to your creditors." If one has a good excuse for not paying when a bill is due, it is only fair to explain it, and may save trouble for ourselves.

And just because no business is a social affair is no reason why we should not be courteous. It is indeed the more reason for being courteous, for civility makes it easier and quicker to do business of any kind.

POINTS TO REMEMBER

Be brief.

Do not waste the time of busy people.

Do not visit during business hours.

When telephoning to a store or office, speak plainly and to the point.

Give your name at the outset.

"Be courteous to all."

If you owe money and cannot pay promptly, explain the reason for the delay.

Lost time is never found again,
and what we call time enough,
always proves little enough.

—*Franklin*



CURIOSITY AND COURTESY

*Deal with another as you'd have
Another deal with you;
What you're unwilling to receive
Be sure you never do.*

WHAT has curiosity to do with courtesy? A great deal, if you stop to think. Curiosity is often what prevents people from being truly kind and polite. How, do you think?

Most people nowadays know enough to be courteous about ordinary things such as saying "Please," "Thank you" and "Excuse me." But it is the really well-bred people who do not allow themselves to be so curious as *to ask impolite questions* of other people.

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Can you name some things it is impolite to ask people about? It is not our business, and therefore very rude, to ask people to tell their ages, or anything about their money affairs. These are personal matters. If people want us to know about them, they will tell us, without our asking.

It is a good rule to remember, when we are tempted to ask a question that might not be polite, that people will tell us anything they want us to know. What they do not want us to know, it is very rude to try to find out.

You know courtesy is the thing that shows how refined and well-bred we are. So, if we are *curious* instead of *courteous*, we show ourselves to be ill-bred. "Good manners come from a good heart" and if we are kind-hearted, surely we never want to ask questions that would hurt anyone's feelings.

Questions about the weather or general topics such as books, or events in the newspaper are not impolite, because they are not personal. But to ask a question about a person's religion, politics, clothes, appearance or family, may annoy or hurt them. So we should avoid it, unless we are quite certain they want to be asked.

Did anyone ever ask you a question that you did not want to answer? If we apply the Golden Rule to questions, we shall not be in danger of being curious instead of courteous; for all we have to say

Curiosity and Courtesy

to ourselves is, would we like to be asked the same question? At all times and in all ways, avoid doing what you notice is unpleasant in others.

For example, how would you like to have some one say, "That's a pretty dress you have on. How much did it cost?" Perhaps it did not cost very much because it was made over from another dress. But we don't like to say so. And that is why personal questions may be embarrassing and therefore are impolite. We do not have to answer questions prompted by curiosity. We can return a look of surprise or an evasive reply, such as: "I am glad you like my dress."

Do not discuss family affairs with others. It is not in good taste to do so and private matters are of interest only to those concerned in them.

Another way of being curious instead of being courteous is not by asking questions, but by *looking* or listening curiously. Never look over another's shoulder to see what he is reading or writing. Do not listen at doors or windows to conversations which you are not expected to overhear. Sometimes we happen to be with people who have to talk about things they don't like to speak of in public. Ill-bred people stare and listen; but a really courteous person will pay attention to something else, to try to make the talkers comfortable. All real courtesy is *unselfishness*—trying to make other people com-

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fortable. So, when people want us not to notice anything, it is impolite to show curiosity.

POINTS TO REMEMBER

Do not ask impolite questions.

Do not ask people's ages.

Do not ask about money matters.

Do not try to find out things people wish to conceal.

Do not ask questions that might hurt anyone's feelings.

Talk about things of general interest.

Do not discuss personal matters.

The Golden Rule is the best guide in the matter of asking questions.

Do not stare or look with curiosity at other people.

A great nation is made only
by worthy citizens.

—C. D. Warner



GOOD TASTE IN DRESS

The apparel oft proclaims the man.
—Shakespeare

D ID you ever stop to think that a person may show good or bad breeding by the way he or she dresses?

Of course handsome and expensive clothes do not mean that the wearer is refined or polite. There are certain times when it is good manners to wear our very best clothes. But it is really in bad taste, and therefore it is bad manners, to wear our best clothes every day. When you see children going to school in clothes only suitable for a party, you really see an example of bad manners.

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The person who is well-bred knows how to behave at all times, and good taste in dress means being suitably dressed for the occasion. Thus, at the beach, a bathing suit is the thing when going into the water; but just as soon as the fun is over, street clothes should be put on. When you see people in a beach town parading through the streets in bathing suits, you may know they are ill-bred.

Can you think of some examples where people were not suitably dressed, and were therefore impolite?

Sometimes one sees people, especially young girls, going to work in clothes that are too fancy. It looks silly, doesn't it, to see a girl, who is not going to a party, wearing a fancy silk dress, white kid gloves, silk stockings or thin-soled slippers? You can see that it is improper not to dress suitably for the occasion. And besides, it makes us uncomfortable, because others may notice the mistake.

In the morning, and when one goes to school, work or business, it is always best to wear plain clothes that wear well and do not attract attention. Any clothes that especially attract attention show that the wearer is not well-bred, for no refined person wants to "make a show of himself or herself," even when their clothes are beautiful. The girl who purposely tries to outdo her friends in dress is both vain and rude. Courtesy, you know,

Good Taste in Dress

is a test of character. And when we do anything that is selfish or unkind we are discourteous.

There are many ways in which we can show good taste in dress. We may please everyone, and hurt no one's feelings when we wear fresh, clean clothes and keep our person daintily clean and neat. Frequent baths may be taken by the poorest person. It is very bad form indeed to have dirty finger nails, unbrushed teeth or untidy hair. If we are neat, we shall always try to have our clothes free from spots, well brushed, and our shoes cleaned and polished. Of course at the end of the day it is hard to look just as if one had "stepped out of a band box," but we should all start out every morning just as neat and clean as we can, if we wish to appear well-bred and attractive. Neatness in dress is considered so much a part of courtesy these days that business firms require it just as much as they do business ability and honesty. Boys sometimes think it is silly or a waste of time to manicure their nails, but in a certain bank the clerks who wait on the public are required to do this twice a week. The bank thinks it would be disagreeable for the public to be waited upon by clerks with dirty, ill-kept finger nails.

Girls are sometimes careless about mending their clothes. It is just as improper to appear in public with sloppy clothes, with buttons or hooks and eyes

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off, or torn places, as it is to wear soiled clothes. If a girl has time to put on jewelry and fancy collars, surely she has time to keep her clothes neatly mended.

What other things do you think show good taste in dress?

When people have such bad taste as to overdress, they are apt to wear too much jewelry. You know it is not in good taste to wear anything fancy in jewelry except on dress occasions, such as an afternoon or evening reception. It is not considered good taste for girls to wear handsome necklaces or rings until they reach the age of at least eighteen years. In the morning, or in business, it is only suitable to wear useful jewelry, like a wrist watch or a simple pin to hold a collar in place. It is in poor taste to wear cheap jewelry or imitation stones. The excessive use of any jewelry is in very bad taste. Of course diamonds are only suitable for elaborate occasions. The kings and queens of Europe keep their expensive jewels locked up and only wear them at very special court ceremonies.

The girl or woman who has good taste in dress usually wears gloves on the street, except in the case of girls or women who work and may not find it convenient to do so in the summer. Gloves do not need to be expensive. Nowadays cotton gloves are good style, and, if they are clean, neatly gloved

Good Taste in Dress

hands show refinement. Boys and men in the United States do not usually wear gloves every day except when driving or in cold weather. But they are expected to be polite and wear them to such places as church and afternoon or evening social affairs.

What do you think about perfume in connection with polite dress?

Many people use perfume too much. Then it is apt to be disagreeable to others and therefore impolite. It is better not to use any at all than too much.

The use of a vanity case or powder puff in public stamps a girl or woman as underbred. Make your toilet before you leave your room. If necessary to repair it later, do so in private, if you have to make a special trip to the lavatory for the purpose. The prevalent custom of women and girls using mirrors, combs, rouge and powder compacts publicly does not and cannot make this offensive practice seemly.

Girls should remember that too much "make-up" and extremes of style show bad taste and bad breeding.

The rule for good taste in dress can easily be remembered. Two things are necessary: First, be clean and neat always. Second, be dressed suitably for the occasion.

It is the way you look, and act, and talk—by

The Courtesy Book

these qualities people will form their opinions of you.

POINTS TO REMEMBER

Do not wear rich or fancy clothes to school.

Do not wear bathing suits except in the water or on the beach.

Do not wear delicate or light colored fabrics on the street, or where they are likely to be soiled or spoiled.

Do not try to "show off" by dressing better than your comrades.

Wear clean clothes.

Bathe frequently.

Keep finger nails clean and neat.

Brush teeth and hair.

Keep your clothes in order. Mend them when they need it.

Do not wear much jewelry except for dress occasions.

Use little or no perfume.

Neatness and its reverse are almost
a certain test of moral character.

—Whitaker



THE BOASTER

Modesty is inseparable from true merit.

DO YOU like people who boast or brag? What is a boaster or braggart? It is one who tells things that give the person who tells them credit for being very smart, brave, rich or other things that people admire or envy. We have all met some one sometime who liked to "show off" by telling wonderful things of himself. Nearly always, too, the things that the boaster describes, make him or her a hero or heroine. If the boaster were really so great, he or she would not have to tell about it, as the rest of the world would know it!

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Don't you think most of the things people brag about are funny? Men are usually laughed at for bragging about how many fish they have caught. Women love to boast about their clothes. Some school children brag about what hard studies they are taking, or what good marks they receive. Young people, too, brag about what stunts they can do in athletics, but they are likely to be called upon to prove it. Usually a boaster likes to tell something that no one can duplicate.

Of course politeness would not permit one to question a braggart. But it does not prevent people from being amused within themselves at his bragging. And if a braggart does nothing but talk about himself, people become so tired of it that they would avoid the boastful one. It is only selfish, ill-bred people who want to talk about themselves all the time. Modesty keeps people who are really great from even mentioning the things they have done.

People who brag about their looks, their strength or their clothes are some of the worst braggarts, because they usually have not gained these things by work themselves, so no credit really belongs to them.

Can you think of some things that you have heard people brag about? Here are some silly things I have heard people boast about: How fast

The Boaster

they could drive an automobile; how many baths they took; how many toys they had; how many times they had been in the hospital; how many pairs of shoes they owned; how much land their fathers owned; the number of times they had been on the ocean; how late they could sit up nights; how many eggs they could eat; how many Christmas presents they received, and how much charity work they did!

Of course when we try and finally succeed in some hard thing, or something especially nice happens to us, we like to tell our best friends. But even then it is best to wait and let them speak of it first. What seems wonderful to us may only bore them.

But a very good test to make when we want to tell something that might sound boastful, is to ask ourselves if it will embarrass anyone or hurt anyone's feelings. When a girl feels like saying to her chum, "Oh, I am going to have a very pretty new dress!" she will, if kind and polite, think first if this would make her friend unhappy. If her chum does not have very nice clothes or cannot have a new dress, it might, it *would* be unkind to remind her of it. If a boy talks a great deal about a trip he is going to take that none of his friends can take, he is apt to sound boastful, unless they ask him about it. So you see why bragging is selfish, because it

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may make others uncomfortable, and real courtesy never does that.

POINTS TO REMEMBER

Do not brag about

 Your clothes.

 Your studies or your standing in class.

 Your stunts in athletics.

Be modest.

We may tell our friends about nice things or pleasant things that happen to us, if they ask us.

Do not speak of advantages you have or expect to enjoy to those less fortunate.

The man that once did sell the lion's skin
While the beast lived, was killed while hunting him.
—*Shakespeare*



THE WAY TO DO FAVORS

*Let me live in my house by the side of the road
And be a friend to men.*

—S. W. Foss

“HELEN, will you please walk around the corner, when you go to Mary’s, and drop this letter in the mail box for me?”

“Oh, dear!” answered Helen with a frown, “it will make me late—”

“Late for what?” asked her mother.

“To play!” said Helen, looking a little ashamed.

You see when we are asked to do a favor and are put out, it is usually because we are so selfish we don’t want to take a few minutes’ time for some

The Courtesy Book

one else. Hardly anyone absolutely refuses to do a favor for another, but "If you have to do a thing, do it gracefully." One should be polite in the first place and act as if pleased to do a favor. A kind and polite person is glad to do favors for others. And a really thoughtful person offers to help in any little thoughtful way that he or she can.

When people are sick or in sorrow, it is true courtesy to say, "Let me know if there is anything I can do." They may not accept, but it makes them happier to know that some one thinks of them. In the home, there are many favors that children can offer to do. Can you name some? Here are some things that are helpful: Shut doors, answer the door-bell or the telephone, pick up things on the floor, water the plants, sweep the front steps or the walk, feed pets or chickens, get the mail or newspaper, get an umbrella for some one in a hurry to go out, do errands upstairs to save older people from climbing stairs, get dry clothes for some one coming in wet from a storm, wait on the table or do errands in the neighborhood.

In passing through a door hold it open for the lady, even if she is a stranger. Whenever a question is asked by a stranger, answer freely and civilly. Always give assistance to elderly people when crossing the street, getting on cars, etc.

When some one asks another to do a favor, what

The Way to Do Favors

should be the reply? "Um-uh" or "All right"? No, these are never polite answers to any questions. If one is gracious and glad to help another, one says "With pleasure," or "I'll be glad to." That some people are not grateful or thankful for a favor is no reason why one should not always be as polite as he can.

If one does not do a favor promptly, this is impolite, for it looks as if either he didn't want to do it, or did not intend to. Sometimes people ask favors and say "I hope I can do something for you some day." This shows that everyone needs to ask favors sometime. Stop and think if you have not asked some one to do something for you this week. When one realizes that sooner or later he must ask favors one's self, it seems very small not to be willing to do favors for others politely.

But of course we should not do a favor to win a reward. A little boy I once knew used to hurry to help people off the street car and offer to carry their bundles. When he was through he would hint to be paid by saying something like this: "Yesterday Mr. Smith gave me ten cents for helping him this same way." That was not polite, was it? Besides, it was not doing a favor, exactly. It was doing work that he expected to be paid for, although he had not been asked to do it. After that, none of the neighbors liked to ask him to mail

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a letter or do any other trifling favor, because they knew he expected money for something that should have been a courtesy only. Real kindness is not bought with money. So the most polite way to do a favor is to be just as obliging as possible, because this is Golden Rule courtesy.

POINTS TO REMEMBER

Do errands for your mother willingly.

Offer your help when you see it is needed.

Perform little acts of kindness or small services without waiting to be asked.

Be polite and helpful whether people appreciate your action or not.

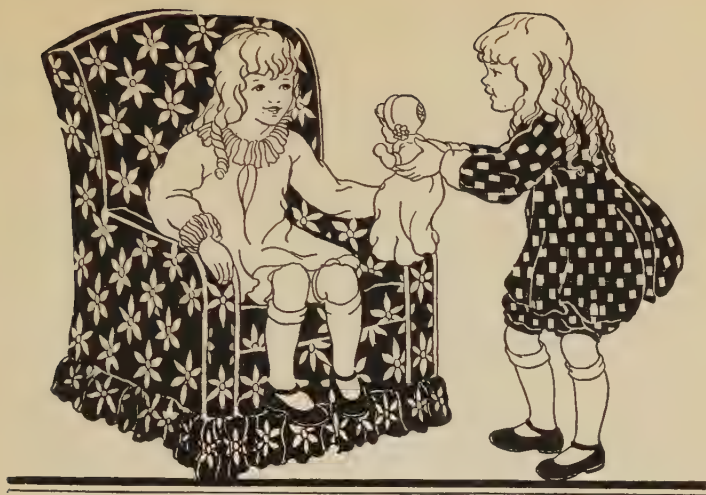
Do favors promptly.

Do not expect or ask a reward for doing favors.

Be obliging.

He only confers favors generously
who appears, when they are once conferred,
to remember them no more.

—*Johnson*



COURTESY TO GUESTS

This door will open at a touch to welcome every friend.
—Henry Van Dyke

WHEN you go to visit friends, how do you like to be treated? It makes you happy, doesn't it, when they are glad to see you? If they are polite, they ask you to come in and have a seat. They also ask you to take off your things, if you are not making just a short or formal call.

You see, the way to treat a guest is the way you like to be treated when you visit. For example, it is hospitable and therefore courteous for a host or hostess to offer the guest the best of everything he

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or she has. Thus, if a guest stays over night, we try to give him or her the best room. Most of us try to give our guests the best things to eat, too, don't we? We use our best dishes and try to have our home in perfect order when guests come—not to show off, but to show them how welcome they are. So that is why we go to extra trouble to make things pleasant for our guests.

In order that our guests may enjoy themselves as much as possible, we take pains with many things. For example, we may close a door if there should be a draught. If guests should come to us after a journey and are tired, we offer them a place to rest and to take a nap, if they wish to do so. It is also courteous to offer them a chance to wash or bathe. In warm weather especially, people appreciate this. It is thoughtful in warm weather also to offer every guest who comes to our home, even for a short stay, a glass of water. In cold weather people appreciate something warm to drink, like a cup of coffee, tea or cocoa. It is polite to ask people which they prefer to drink, if one happens to have a choice in the pantry. Of course it is not necessary to offer a warm drink, but only a kindness that almost everyone appreciates.

At meals one offers guests the first and best of everything. One also talks about the things that will interest a guest most. It is impolite to tell

Courtesy to Guests

one's troubles, or talk about any disagreeable thing that would be liable to offend or hurt a guest. Of course, if a guest should ask about anything, one is then privileged to talk about it.

Another impolite thing is to try to "show off" before guests. Some people like to sing or play an instrument or recite a piece whether a guest really wants to hear it or not. Some other people like to show off their clothes. Girls who are thoughtless will sometimes take out all their dresses from the closet to show to a guest. If the guest asks to see them, that is different. But a polite host or hostess never tries to "show off" any more than he or she would boast or brag.

If the host or hostess has something especially nice to *share*, such as a new toy, a swing, a book, a phonograph record or a nice garden, this is a good way to entertain a guest.

In giving introductions, pronounce the names distinctly. The gentleman is always presented to the lady, as: "Mrs. or Miss Allen, allow me to present Mr. Whitney." Or simply, "Miss Grant, Miss Carey." "Mr. Lee, Mr. Hubbard." A boy or girl introducing a friend to his or her parents would say, "This is my mother (or father), Mr. Lewis"; with any other relative, "This is my sister, Miss Wright, Mr. Lewis."

A girl should rise when another girl is pre-

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sented to her, but may keep her seat and bow when a boy is presented. When two people are presented, both make a slight inclination of the head and body, and pronounce each other's name. Boys usually shake hands when introduced to each other. A girl need not shake hands when introduced to a boy; a bow is sufficient. A bow should always be returned. A formal bow and smile is all a girl is permitted to offer on the street, or in a public place, when recognizing anyone. Indoors a girl may offer her hand, but this is not necessary. The boy does not do so unless the girl has first extended hers. But no well-bred girl would fail to take a hand offered her, nor show surprise if the boy made such an error. It is very rude indeed to make a person feel that he has made a mistake in a matter of good manners, when no unkindness is shown. This is an important point to remember, for it is the disposition we show that is the main thing. Courtesy is kindness in small matters, you know.

The aim of the well-bred hostess is to put her guests at ease. A cordial greeting makes a visitor feel welcome. Quiet courtesy in conversation and care for the comfort and pleasure of your company will go a great way to make an occasion enjoyable. The courteous hostess forgets herself in trying to make her guests enjoy themselves.

Courtesy to Guests

In greetings and introductions certain rules must be observed. The hostess rises to greet a guest. Boys or girls should rise when being presented to older persons, as the parents of their schoolmates. Remain standing until the elders are seated. Do not offer to shake hands unless they do so. "How do you do?" is the proper phrase of greeting a new acquaintance, repeating the name.

In conversation, use plain English—avoid slang and loud talking. Do not interrupt; give attention to the person speaking and try to have something ready for a reply. Ill-natured criticism is a serious social blunder.

When asked to play or sing, respond pleasantly; do not wait to be urged a long time.

Do not stay longer than the time indicated in your invitation when attending a party. Do not stay later than ten o'clock when making an evening call.

When visiting in the home of friends, adapt yourself and your habits to the customs of the home you are in. After returning home do not forget to write your hostess to say how much you enjoyed your visit.

The "bread-and-butter letter," as it is called, which you write after a visit, should be sent promptly. It is a courtesy you owe your friends for the hospitality of their home.

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POINTS TO REMEMBER

Can you name some things that are nice to do for a guest?

Perhaps this list will give you some ideas:
Put flowers in the guest room, or on the table where meals are served.

Carry the guests' baggage both when they come and when they leave.

Hang up their wraps.

Be sure that they have the seat they like best.

Serve some favorite dish to them.

Don't urge them to do anything, after they have shown that they do not want to do it.

If they are strangers in the place, show them all the interesting places.

When friends are at your hearthside met,
Sweet courtesy has done its most
If you have made each guest forget
That he himself is not the host.

—*Aldrich*



COURTESY IN VISITING

Welcome the coming, speed the parting guest.

—Pope

PEOPLE who are polite are just as careful of their manners when they visit as when they have visitors. It takes just as much courtesy to be a guest as it does a host or hostess.

The first thing a polite visitor or guest (the two words mean the same thing) does, is to go visiting at exactly the time he or she is invited. To go earlier or later is equally bad manners, for it will cause trouble and annoyance to the host or hostess.

After one arrives one should then try to enjoy whatever is offered, whether it is rest, entertain-

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ment or refreshments. If a hostess has planned just a quiet talk, one should act just as if one enjoyed that the most of anything. If it is a party where games are played, one should try to play every game and enjoy them all. Even if one does not know how to play the game, it is polite to try anyway. Also one must be careful to be polite when one is beaten. That is what is called "being a good sport," you know, to be beaten and yet be good-natured and polite.

A courteous visitor would not say that he or she doesn't like what is offered to eat or drink. It is polite to say "Thank you" and eat a little anyway. A visitor does not ask for more of anything, but may take a second helping, if invited. Correct table manners are expected of every guest.

Of course visitors say "Thank you" for everything that is done for them. It would be very impolite to act as if one didn't care. If anything is especially nice to eat, or pleasant to do, one may say more than "Thank you." One may say how much he enjoys it.

When one is visiting over night in any home, he tries to do the way the family does to save trouble. Thus it is courteous to go to bed when the family does and get up in the morning at the hour most convenient for them. If the hostess does not mention the time to get up and the hour for breakfast,

Courtesy in Visiting

it is polite to ask, so that as a visitor one will not keep the hostess waiting for one at meal time. To come late to a meal when visiting is very rude. If one is visiting longer than over night, he tries to keep the same hours as the family in everything, so as to make as little trouble as possible.

A thoughtful guest takes special pains with other people's things. He or she never damages a room or furniture, if it can be helped. Guests who are selfish and ill-bred have been known to scratch furniture, strike matches on a wall, leave hair in the hair brush on the dresser, drop crumbs or scraps of paper on the floor, leave a window open so it rained in and spoiled things, put muddy shoes on a clean bedspread, dog-ear, bend, tear or soil books and magazines and leave the room generally untidy when it had been made fresh and nice for them. Do you think the hostess would be likely to invite such visitors again?

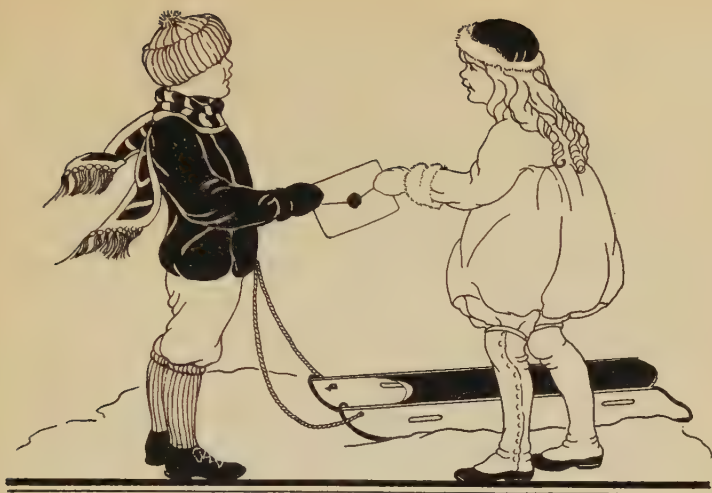
When one is visiting longer than a day, it is thoughtful to offer to help the hostess in some way. One may offer to dust a room, clear the table, answer the bell, sweep the front steps or do errands. Of course if there are servants, this would not be necessary. But if a hostess does all the work herself, it is kind and polite to offer to help. Even if the hostess prefers to do everything herself, she always appreciates it when one offers.

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POINTS TO REMEMBER

When visiting
Go at the time you are expected.
Show your appreciation of what is planned or offered for your entertainment.
Enter into any games that are played.
Eat the food provided.
Go to bed and get up when the family does.
Be punctual at meal time.
Be neat and orderly.
Be careful of furniture and belongings of the home you visit.
Offer to help if help is needed.

Choose your friend wisely,
Test your friend well;
True friends, like rarest gems,
Prove hard to tell.



GIVING INVITATIONS

It is even true that grace is more beautiful than beauty.
—Emerson

THERE are three ways to give invitations. Can you name them? One may invite people in person, over the telephone or by writing them.

To be polite when inviting people in person, one speaks in the pleasantest way. One either says, "I'd like to have you come to my party next Wednesday from two until five o'clock. Can you come?" Or you may ask, "Can you come to my party next Wednesday from two until five o'clock? I'd like very much to have you."

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When people are making a short call or visit in our home and we invite them to stay to a meal, we say much the same way, "Can't you stay to luncheon? We would like to have you," or perhaps we say, "We would enjoy having you stay to dinner very much," or "It would give us pleasure if you can dine with us."

Over the telephone we give invitations the same way.

The most important thing to say in any invitation is the time for people to come. If we are polite we always mention the date and the hour. In written invitations we also give our address, street and number. And this should be written out in full in a formal invitation.

There are two kinds of invitations, one is called formal and the other informal. A formal invitation is given at least two weeks ahead of the event, but an informal one may be given any time before and may be spoken or telephoned. The informal invitation is the one most often used for young people's parties. A formal invitation must always be written and carefully worded, in the third person.

Why should we be very particular to give the date, hour and address in an invitation? Because it will save trouble for everyone. The guest who does not understand exactly what time the invita-

Giving Invitations

tion is for may come at the wrong time, which is inconvenient for the hostess and embarrassing for the guest. So you see in every invitation, whether written or spoken, it is important to name the date and the hour. It is also proper to tell the hour when the visit is to end. For example, a party invitation should say, "From two until five o'clock." Then the guest knows when it is polite to leave. People are sometimes careless when inviting guests to visit in their homes about mentioning how long they are to remain. They name the day and hour they are to come, but forget to say what day the guest is to go. This makes it embarrassing for the guest. So it is polite when inviting anyone, for any occasion, to name both the beginning and ending hours or days of the invitation.

In writing invitations use white or cream note paper and black or dark blue ink. Neatness and good penmanship count for a great deal in all social correspondence, as well as in your school work. There can be no excuse for blots, erasures, soiled or crumpled paper. Give all the facts as briefly as possible. Be sure that nothing is forgotten that your guest needs to know. Mail the invitation in plenty of time to enable your friend to reply, so that you will know how many to expect.

The Courtesy Book

Here is an informal invitation worded the way it is considered polite to write one. You may write others, being careful to put in a different address, date, hour and your own name as host or hostess and the name of the guest you are inviting.

32 Main Street
Rosemont, California
September 3, 1927

Dear Helen:

I am inviting a few friends for next Thursday afternoon, September tenth, from three until five o'clock, and want you to be one of my guests. Can you come?

Very sincerely,
Pauline Parker

POINTS TO REMEMBER

Informal invitations may be spoken, telephoned or written.

Usually the time between the informal invitation and the event is short.

Mention the date and the hour in all cases and the time for the visit or the party to end.

A formal invitation is sent two weeks before the party. It is worded in the third person.

The informal invitation is the one most often used for young folks' parties.



REPLYING TO INVITATIONS

All doors open to courtesy.

THERE are three kinds of invitations that we receive. One is the written invitation that comes in the form of a letter. Can you guess the other two? Another kind is the telephone invitation, and still another is the one given us personally. And it is just as necessary to be courteous and to give a polite reply to the person who invites us when they talk to us. Haven't you heard people say, when asked to go some place, "I'll try to come. But I'm not sure. If you don't see me

Replying to written invitations should be practiced with several kinds of invitations, and the children themselves should write the replies. To learn how to write correctly worded replies, practice on more than one occasion is necessary.

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there, you'll know I can't come." An answer like this is not meant to be rude. But it sometimes is, for anyone who gives an invitation needs and expects to know certainly whether to expect a guest. Such a reply, however, is excusable for a busy mother or a business man or woman, or even for a boy or girl who has to work at home or elsewhere; for duty comes before pleasure. But this applies only to informal invitations, of course.

When we receive a written invitation we are expected to *write* a reply. Indeed we are often asked to send a written reply. The letters R. S. V. P. on a formal invitation mean, "Reply, if you please." But when we receive an invitation face to face, or over the telephone, we should take just as much pains to give an answer that means yes or no, if possible to do so. One reason is, that if we are not going to accept, another person may be asked in our place. Invitations to entertainments, where tickets are necessary, mean that some one else may use the tickets, if we do not.

The first thing when invited to anything, whether it be a ride, a picnic, an entertainment, a party, a meal or a visit, is to say, "Thank you for the invitation." Then, if one can accept, one goes on to say, "I am glad to accept." If one cannot accept it is polite to say, "I would like to accept very much, but I cannot because—" and then one

Replying to Invitations

gives any one of these polite reasons: "I have already accepted another invitation for the same time," or "I shall be out of town," or "I cannot on account of illness." If one is ill, or if there is illness or death in one's family, one is not expected to accept invitations.

One thing one should always be careful about, if one is kind and polite, is not to refuse an invitation and then accept another given afterwards for the same date. This would naturally hurt the feelings of the one who gave the first invitation, unless there should be a very special reason which was explained politely.

Over the telephone one thanks a person for an invitation just as when meeting the giver face to face and either accepts or excuses one's self.

Replies are written to invitations very much the way they are worded to us. Thus we write the kind of invitation it is, the address, the date and the hour that are mentioned, so that it shows we understand it. A formal invitation is spaced thus:

Miss Helen Ward
requests the pleasure of
Miss Pauline Parker's company
at Thirty-two Main Street
on Thursday afternoon, September tenth
from three until five o'clock

The Courtesy Book

Sometimes the letters R. S. V. P. are added to this kind of an invitation. You remember that they mean "Reply, if you please." But whether R. S. V. P. is put on any invitation or not, it is polite to answer and either accept or "regret." To send "regrets" means that the person invited replies politely, saying that he or she "regrets" not being able to accept the invitation and briefly giving the reason.

You will notice that in the body of the notes of invitation, acceptance or "regrets," the numerals are written out in full. This is considered proper in polite correspondence.

The formal invitation is used for special occasions. The request for a reply shows that the hostess will prepare for just the number of guests who accept.

The informal invitation is the one you should practice writing for home affairs. Its use shows that the party will be a quiet event. It is expected, however, that the invitation will indicate something about the size and kind of party to be given, so that guests will know how to dress and the kind of entertainment to be provided. The time to arrive and when to leave also should be given in all invitations.

Here is an informal invitation and a reply. Please copy it, then see if you can make one up

Replying to Invitations

worded just the same way but with a different name, date, hour and address.

32 Main Street
Rosemont, Colorado
January 7, 1927

Dear Albert:

My brother and I are going to have a skating party next Wednesday evening, January fourteenth, from half past seven to nine o'clock, and we would like to have you come. We are going to leave our house at half past seven, and we hope you can be there at that time.

Very sincerely,

Charles Thornton

11 Westcott Street,
Rosemont, Colorado
January 8, 1927

Dear Charles:

Thank you very much for the kind invitation to come to your skating party next Wednesday evening, January fourteenth, from half past seven to nine o'clock. I am glad to accept and I shall be at your home promptly at half past seven.

Very sincerely,

Albert Ward

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POINTS TO REMEMBER

Be courteous when giving invitations.

Be explicit as to the time your guests are to come.

Make your acceptance of an informal invitation as definite as you can.

The letters R. S. V. P. mean "Reply if you please."

The acceptance or "regrets" should be worded like the invitation.

When you send regrets, do not accept another invitation for the same time.

It may seem a trifle at most,

The thing that we do or say;

And yet it may be that at fearful cost,

We may wish it undone some day.

—*Mrs. M. P. Handy*



DIRECTING PEOPLE COURTEOUSLY

*Whenever you speak, speak kindly; give joy
wherever you dwell.*

A VERY common happening in life is for people to ask how to get to places.

Giving directions, that is, telling them how to get there, is a test of courtesy. People who are impolite are sometimes angry if they are bothered, and may be uncivil even when asked courteously for directions. Abraham Lincoln, who was a very plain man and who had no one to teach him manners, said, "A man has no more right to say an uncivil thing than to act one; no more right to say a rude thing than to knock a man down."

Sometimes people are impolite to those who in-

The Courtesy Book

quire the way, because the person who asks is a stranger, is poorly dressed, crippled or old. To be impolite for any of these reasons is truly shameful, for such need our courtesy and kindness most. We show that we are shockingly rude and have a false heart, and a shallow nature, if we are polite only when we think we shall profit by it. We also show that we are very selfish and heartless if we cannot do a favor politely. Remember that good manners come from good feeling.

Probably we shall have to ask for directions ourselves some day. Anyone who travels and is in a strange place usually needs to ask the way. How would we like it if we were sick, poor or just strangers, if when we inquired the way, we were either snapped up or not given careful attention?

When we are polite and considerate we try to help people out the very best we can. A man who was hunting for a certain store in a big city asked three people before he found one who would take the trouble to direct him exactly how to get there. The first person, who was careless, said, "I think it is three blocks west." He didn't really know and he didn't care. The second person, who had a store, said curtly that he did not know and he didn't care to bother either. The third did not know, but hunted first in a directory and then telephoned to find out. This was because the third person was

Directing People Courteously

courteous and therefore willing to take trouble to help. Of course the man hunting was very grateful to find a courteous person. Business firms that are up-to-date nowadays usually tell their help to be just as polite and painstaking as possible. Realizing the importance of courtesy, if they wish the public to have a good opinion of them, they will often give the address of a rival firm!

When people ask to go to a certain street, of course we do not always know it ourselves. But the least we can do, if we are courteous, is to answer politely, "I am sorry I do not know." Then perhaps we can tell them where to ask some one who is likely to know.

If we do know the way, the most polite way to direct people is to tell them as plainly and simply as we can. To give an address correctly, the best way is to go by the points of the compass. Thus we should say, "It is two blocks north," instead of saying, "It is over there a little way," pointing. Why, do you think? It is because directing by the compass is more exact and less likely to be misunderstood. For the same reason we should say to the right or left as the case may be, instead of saying, "Turn by the white house." There might be more than one white house!

(It is a good plan to practice giving directions how to go to well known places in the community,

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with an older person representing a stranger and wanting to know exactly which direction and how many blocks to go.)

POINTS TO REMEMBER

Give directions politely to people who ask them.

Take the trouble to make your meaning clear.

Mention the points of the compass in giving directions, or right and left. If you do not know the way, you may be able to find it out for strangers more easily than they could do.

This above all: to thine own self be true,
And it must follow, as the night the day,
Thou canst not then be false to any man.

—*Shakespeare*



COURTESY IN SHOPPING

Manners are the happy way of doing things.

HOW do you think a person should behave when he or she goes shopping? Should one go into a store and say to the clerk, "Give me some of that, and hurry!" and then throw money down on the counter?

Why not? Golden Rule courtesy is surely a good test of one's character and training when one goes shopping. Just think for a minute, if you were a clerk, how you would like to have everyone try to hurry, order, scold or find fault with you?

Perhaps the clerk does not have what you want. If one does not happen to fancy what is shown it is neither necessary nor polite to say, "I don't like

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that!" Instead, it is better to say courteously, "That isn't just what I'm looking for. Have you something else?" If the clerk does not have anything else, it is not his or her fault. Usually that is the business of the manager of the store or of the department.

How many people go into a store and ask to see many things that take a great deal of time and patience for the clerk to show! A person who does this is quite apt to find fault with everything shown and finally to walk out without buying a single thing! Is this fair? No, for it takes the clerk's time, when he or she might wait upon some one else, and usually clerks are paid in proportion to the number of people to whom they sell. Besides it is tiresome to lift down rolls of heavy dress goods, for example, piles of music or large coats, just to please the fancy of a person who either does not know what he or she wants or who is just curious and really not intending to buy that day.

When the clerk is helpful in suggesting or telling one about new things, hurries to do up a package or shows one any special favor, it is proper to say something to show that one appreciates it. For example, one might say, "I like to shop here because in this store one is treated so nicely," or "I like to have you wait upon me, because you are so prompt and obliging."

Courtesy in Shopping

Of course one always says "Please" and "Thank you" to a clerk just as politely as one does to anybody else who does one a service.

Courtesy in shopping is truly doing as one would like to be "done by." How do you like it, when you have waited in front of a crowded counter, to have some shopper who has come in last of all, push ahead of you and others who have been waiting a long time? It isn't fair, or polite, is it? Let's always be sure when we shop that we wait our turn.

Of course the stores are more crowded at certain times. When, do you think? Yes, in the middle of the day, Saturdays and near Christmas time. If one is obliged to shop at these busy times, one must expect to wait in turn and to be patient with the clerk.

Remember that it is not polite to handle goods any more than it would be to finger food at the table that others are to eat, for, you see, handling things is apt to take away a little of their freshness and newness and the next person may not want to buy them. So it isn't fair to the store, that shows you goods, to injure them in any way. Besides if everyone handled things on the counter, in a short time the goods wouldn't look nice at all. You wouldn't want to buy goods, would you, that other people had mussed up?

It is only the person who has not been well

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trained, or who is selfish, that is discourteous when shopping. So the next time you go shopping, whether it is just to run an errand for a loaf of bread, or to go into a big, downtown store to buy something to wear, be sure you are just as polite as you know how to be, for otherwise you will not only make trouble for others but be judged as selfish and ill-bred.

POINTS TO REMEMBER

Show courtesy to the clerk who waits on you.

Do not be impatient.

Do not waste the clerk's time.

Thank the clerk who makes helpful suggestions.

Do not push in front of others.

Try to avoid shopping when the stores are crowded.

Do not handle goods displayed for sale.

'Tis better, nobler to believe
That those around are good and true
Than to suspect they may deceive,
Or guard against what they may do.

If we would reach a higher mood,
If we would choose a better plan,
Let us search daily for the good
And speak of all the best we can.



ABOUT APOLOGIES

*Oh, many a shaft at random sent
Finds mark the archer little meant,
And many a word at random spoken
May soothe, or wound a heart that's broken.*

—Scott

DO you know what an apology is? It is explaining to people why one has done something that put people to trouble or hurt their feelings, and then asking to be excused. For example, if one is late in keeping an appointment, one should apologize at once by giving the reason why one kept the other person waiting, and then say one is very sorry. To be late, and not give any excuse is very impolite indeed.

A very common and necessary apology is when one steps in front of another and says, "Please

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excuse me." When one bumps a person by accident, of course an apology must be made at once. The courteous thing to say is, "Please excuse me. I am so sorry. I hope I have not hurt you." At a public entertainment where people are seated and one must crowd past to get to one's seat, the courteous person never forgets to apologize for putting them to inconvenience. He or she says either, "Pardon me," or "Please excuse me." These are such everyday necessary courtesies that they are hardly called apologies. But one must never be in too much of a hurry to make them.

A real apology is made when one has done something unusual that needs an excuse. If one has kept another awake at night by noise, it is polite to explain why the noise was necessary and say that one is sorry that it happened. Can you name some things that we do carelessly, that need an apology? Here are some things we do sometimes: knock over a waste basket, tip over a plant, spill a glass of water, drop ink, slam a door, track mud into a clean house, leave a dripping umbrella where it will spoil a rug or floor, forget to thank people for favors or entertaining us just because we are in a hurry, are selfishly slow about answering letters, invitations, or paying bills, interrupt, contradict or talk when others are talking, or whisper or giggle when it is out of place to do so.

About Apologies

Sometimes we do things that we do not realize hurt people's feelings, annoy them, or put them to trouble. As soon as we find it out, we should apologize. Sometimes we lose our temper and say or do things we would not, if we had not become angry. Then an apology is necessary, if we have been in the wrong. We should be fair enough to admit our fault and say we are sorry. Most people are glad to accept an apology and be friends again. It is not cowardly to apologize, which means admitting some carelessness, mistake or fault. Great men in public life who have done something requiring an apology are manly enough to make it. Sometimes they send a letter apologizing, sometimes they make a speech in public regretting their mistake or fault and sometimes it is even printed in the newspaper. It is usually more honorable to go to a person and apologize in person. But where there are hard feelings on both sides it is sometimes better to write a polite note saying that one apologizes and is sorry. Sometimes one can telephone an apology.

But the main thing is to apologize, if one is at fault in causing anything uncomfortable for anyone else—even if the mistake was made through other people who prevented one from doing the right thing. And it is never small "to give in," but shows that one really has a fine character to be

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brave enough to admit personal mistakes and faults and a desire to mend them.

POINTS TO REMEMBER

Apologies are due

When mistakes have been made.

When one has been rude or inconsiderate or unkind.

Well-bred people do not hesitate to apologize when they owe an apology.

You may apologize by letter, if you wish, or by telephone.

It is usually better to make an apology in person. The person at fault is the one to apologize.

Dare to be true. Nothing can need a lie:
A fault, which needs it most, grows two thereby.



THE COURTESY OF CHEERFULNESS

*And loving smiles are sunbeams,
A light and joy to all.*

DO YOU like to be around people who are moping or scowling? Doesn't it make you feel sad or solemn or uncomfortable when people look tearful, sullen, or what men call "grouchy"?

If we look any of these ways, the chances are that we may make other people lose their good spirits, too.

People do not always realize that it is impolite to show their feelings when they are put out, angry or unhappy. But it is a very important part of courtesy to be just as cheerful as we can all the

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time. This is because it makes other people more comfortable, and courtesy, you know, is making other people comfortable.

Then another thing is that if we are pleasant and smile, we are apt to get smiles in return. It is quite certain that people will not like us or want us around, if we are disagreeable, and that pleasant people are always the most popular. When you notice a boy or girl who is popular, see if it is not because he or she is always cheerful and pleasant with everyone. A cheerful person says the nice things there are to say, and forgets about the others; or at least does not mention them in a way to make people unhappy.

Sometimes a girl does not like the dress her mother wants her to wear, and she is so displeased that she frowns at everyone to show how angry she is. But what good does that do? It only shows that the girl is impolite!

Sometimes a boy is put out because his father wants him to do some work instead of doing something he thinks he would enjoy more. To show his displeasure, the boy scowls and only grunts when spoken to. But people only think what a sullen, bad-tempered fellow he is!

Some of the people who lived in Greece hundreds of years ago, were called Stoics. They scorned to show their feelings when anything went wrong.

The Courtesy of Cheerfulness

Indian braves also hide their feelings when they suffer. Every real man scorns to let others know when he is unhappy. But too often, all of us permit little things to keep us from being cheerful, by showing that we are worried, displeased or disappointed.

And when we are not cheerful, we are apt to be impolite, because we make others uncomfortable. To be cheerful is really a fine kind of courage. Some of the people who suffer most manage to be the most cheerful. I once saw a woman that I thought was the happiest person I had ever seen. She was always cheerful. Even when the joke was on her, she laughed instead of being put out. Then she always had something pleasant to say to everyone she met. But I found out she had a troublesome ailment that actually made it painful for her to get about and that was likely to cause her death any time. Besides she had an unhappy home life. Yet she was always cheerful because she had made up her mind to be polite to others and not bother them with her troubles.

Here is something to remember:

Just being happy is a fine thing to do,

Looking on the bright side rather than the blue;
Sad or sunny musing is largely in the choosing,

And just being happy is brave work and true.

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POINTS TO REMEMBER

It is courteous to be cheerful.

It is inconsiderate to show that you feel sad or angry.

Cheerfulness is courage.

It is manly and womanly to be cheerful in spite of trouble.

Oh, what a lot of pleasure
Sweet, smiling faces bring;
And what a lot of music in pleasant voices ring!
The skies may meet in sadness,
The blustering wind may blow,
But if our hearts are cheery,
There's sunshine where we go.

—*Mrs. E. R. Miller*



LITTLE EVERYDAY COURTESIES

*It is this sweet surface politeness,
costing so little, counting for so much,
which smooths the roughness out of life.*

LITTLE everyday courtesies are the most important part of good manners, because it is the little things that make up life. If one is particular about little things, it becomes a habit that stands the test with big things, too.

One of the courtesies that everyone can practice every day is being polite to older people. Our parents and the older people in our home deserve courtesy just as much as somebody we meet on the street. It is therefore polite to say "Good morning" to them the first thing in the morning, to say "Good-by" whenever we leave the house, and to say

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“Please” and “Thank you” to them just as we would to other people. We should try to do little favors for them without asking. For example, if they drop anything we should pick it up. We should go upstairs for them, hunt up missing articles and do errands. Of course we should always see that they have the best seats.

All these things, too, we should take extra pains to do for all elderly people. One of the greatest tests of good manners for anyone is how they treat elderly people. It makes no difference if elderly people are poor, or shabbily dressed; they never should be called “that old man,” or “that old woman.” Every one of us will be old some day if we live long enough, and every really courteous person is kind and polite to elderly people. Guiding a feeble or timid elderly person across a street or helping such a person on a car, or carrying a heavy bundle for one who is not strong, are worthy deeds.

Boys have many opportunities to perform little courtesies to girls and women. They are expected, except in games, to give way to girls and women out of respect. Men are stronger than women, so a man is expected to give up his seat whenever a woman is standing. A boy should see that a girl has first turn whenever there is a chance. No boy or man with any manliness would hurry, push or

Little Everyday Courtesies

grab to get ahead of a girl or woman. That would be cowardly, for, with his extra strength, it would be taking unfair advantage, as well as showing lack of respect and courtesy. It is not being a "sissy" to be polite to girls and women, to tip one's hat when one meets them or offer to carry heavy things for them. It is just everyday courtesy expected in civilized places. A boy does not have to play with girls, or hang around them all the time to be polite; but whenever he does meet them, he should take pains to observe the little courtesies. All great men are famous for their kindness and thoughtfulness of women. Abraham Lincoln was noted for his kindness and politeness to women and old people and any who were poor or suffering.

If you are a boy, be courteous to women and girls. Raise your hat when you greet them. Stand aside for them to pass out of a doorway first. Carry heavy bundles for them.

If you are a girl, receive the attentions of boys politely. Always say, "Thank you," distinctly, so they can hear you, whenever boys have done favors for you, such as opening doors, carrying parcels or handing you something you may have dropped.

Girls have the same chance to show courtesy to older people that boys have. It is especially their part to be kind and thoughtful of the sick, crippled or poor. They also should take pains to be cour-

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teous to one another. Just because a girl is one's sister or best friend is no reason for being thoughtless or saying things to hurt her feelings. Many girls who are polite to everyone else are very impolite to their own sisters, and even their brothers, especially if they are younger. That shows selfishness and bad breeding. If you do not practice good manners at home, you will not be at ease in company.

Another thing that both girls and women need to be more polite about is thanking boys and men, whenever they show them courtesy. It is just as rude to omit saying "Thank you," when a man or boy gives up his seat on the street car, as it would be for him not to tip his hat and say, "Won't you have my seat?"

Whenever a boy brings a girl anything like candy, flowers or a book, she thanks him, of course. He thanks her for letting him take her places, dance, skate or walk with her. If she has had a good time, it is polite for her to say so.

In entering the home of friends, we should first of all greet our host and hostess. Both boys and girls thank their hostess at any entertainment for the good time they have had.

Boys ask girls for permission to escort them to places or to come and see them. It is not proper for a girl to telephone a boy.

Little Everyday Courtesies

When visiting or calling upon friends, or at a party, it is not good form to lounge or rock, or to tip the chair in any way. Girls should not cross their knees. Boys should not elevate their feet. Do not swing the feet nor shuffle them.

Hands should be quiet unless occupied.

When older people are present, leave the most comfortable chairs for them and wait for them to be seated before you sit down.

Avoid passing directly in front of anyone. If obliged to do so, apologize.

Girls should not kiss or embrace each other in company or on the street.

Do not slight anyone because of plainness or poverty.

Do not look down upon people who are in humble circumstances.

Do not seek the favor of people who are rich or socially prominent.

Do not fail in courtesy to people who are dull or unfortunate in any way.

In case of illness or accident, be quick to offer your help.

A good way to cultivate good manners and to overcome awkwardness and self-consciousness is always to think of others instead of yourself.

Can you name some everyday courtesies that should not be forgotten?

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POINTS TO REMEMBER

Courtesy requires

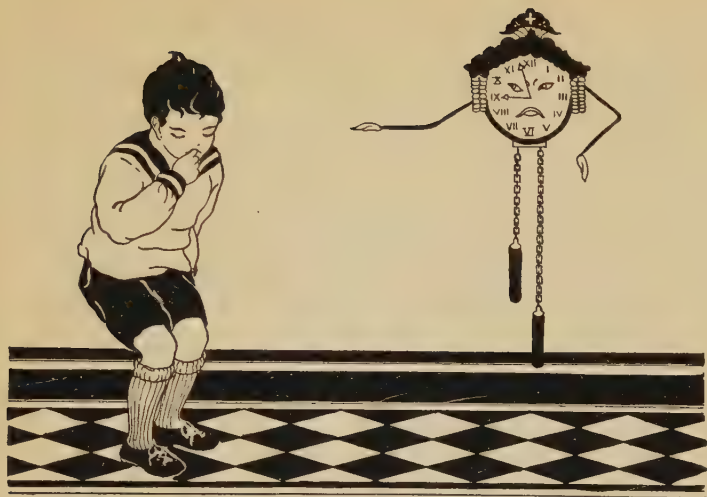
Polite attentions to elderly people.

Special consideration from men and boys to women and girls.

Kindness and thoughtfulness for the sick, crippled and poor from all.

Thanks for all favors.

Hearts, like doors, will ope with ease
To very, very little keys;
And don't forget that two of these
Are "Thank you, sir," and "If you please."



THE COURTESY OF PUNCTUALITY

Do not squander time, for that is the stuff life is made of.

—Franklin

WHAT does punctuality mean? Yes, being on time instead of being late. Why is it impolite to be late? Because it makes trouble for people, and it is never courteous to inconvenience others. If we are late in keeping an appointment, say, with friends, we may worry them by causing them to think some accident has befallen us. Again, we commit the double fault of making them late also, and so inconvenience more people, in an endless chain. If we are late in meeting people who are inviting us to some entertainment we

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are discourteous, when they are taking time to give us pleasure.

When we are late at business appointments, it serves us right if some one else gets ahead of us. For example, when a dentist gives us an hour and we don't make a point of arriving just on the hour, somebody else probably has been promised the next hour. Then if we come along, we can't expect to take the later hour, just because we were late for our own. Usually the best the dentist can do is to give us a new appointment, perhaps a whole week later. But of course that forces the dentist to give us two appointments instead of one, which isn't fair to him.

Men as a rule are particular about business appointments. They often judge a person's character by whether or not they are punctual. This is because punctuality is one form of honesty. How, do you think? Well, in the first place, if we agree to meet a person at a certain hour and fail to do so without letting them know that we can't keep the appointment, we are breaking our word. Breaking a promise and failing to keep our word is just exactly the same as telling a lie, if we do not have a reasonable excuse to give when we apologize for inconveniencing the other person. In the second place, it is not fair nor honest to break an appointment carelessly and then apologize after-

The Courtesy of Punctuality

ward, thinking that excuses our fault—because we have taken the other person's time. And this one may have kept the appointment and lost time waiting for us, when he or she might have been doing something else far more enjoyable or worth while.

In business time is considered money. If we waste somebody else's time by breaking an appointment, it is really almost like stealing something from them. That is why business men expect honest people to keep their appointments, if they are square and businesslike. Young people who are employed should remember that promotion and success often depend upon this form of courtesy. Girls and women who are not in business should remember to be punctual when they have any business appointment. Being punctual is the courteous and considerate thing in business dealings.

Sometimes we forget that appointments for lessons should be kept just as punctually as going to a party or an entertainment. If we are late for a music, French or dancing lesson, for instance, we should not expect to have the full time, because this would make the next person's lesson later through no fault or his or her own. If we miss the lesson altogether it is only fair to pay just the same, because the teacher has saved this time especially for us and cannot do anything else with the time because we have engaged it for ourselves. If forced to lose the

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lesson, we must notify our teacher as soon as possible, so that she can use the time in some other way.

At parties, it is quite a fad to be late. Some silly people are afraid of "being the first there!" But just think, if every guest invited failed to arrive until a half hour after the hour named in the invitation, the whole party would be late and this would be unfair to those who invited us.

You see, being late is one way of being selfish or dishonest. So, to be considerate and fair to others, we must try to be punctual at all times, if we are going to be truly courteous.

Can you think of some times that being late would make trouble for others?

POINTS TO REMEMBER

Punctuality is courtesy.

Punctuality saves us from loss.

Punctuality is a form of honesty.

Punctuality is necessary to success in business.

Punctuality is necessary in social life too.

We may be judged by our punctuality or the lack of it.

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